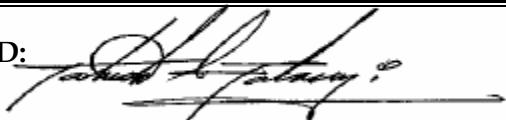


<p style="text-align: center;">IDAHO STATE DEPARTMENT OF AGRICULTURE</p>	<p>POLICY NO.</p>
	<p>PAGE 1 of 3</p>
<p>REVISION: September 27, 2001</p>	<p>APPROVED: </p>
<p>TITLE: Risk Management/Safety Policy</p>	

Policy Statement

The men and women who work for agriculture are our most valuable asset. Their safety and goodwill are essential to the success of our operations. The department's job is to develop, maintain and monitor a systematic risk management program that will minimize the risk of injury or damage to employees, the general public and state property.

1. Safe Work Practices

The Idaho State Department of Agriculture endorses the principle that accidents are preventable. The objective of this policy is to prevent accidents by reducing or eliminating the unsafe acts or conditions that cause accidents. A safety team will assist in these activities and facilitate effective communication between employees and management about workplace safety and loss control issues.

2. Policy Administration/Management Leadership

A Risk Management Team with representation from all divisions appointed by and reporting to the Director, will plan, coordinate and maintain a safety promotion program to allow all employees to do their job in a safe work environment.

The objective is to provide for personal safety and prevent injury and illness by reducing or eliminating the unsafe work practices or conditions that cause accidents or injury, through awareness, training and education.

3. Unsafe Work Practices

Supervisors and employees have the major responsibility to recognize and eliminate unsafe work practices before an accident or injury occurs. Unsafe work practices can include, but are not limited to, careless or willful acts, horseplay or practical jokes, misuse of equipment, employees under the influence of alcohol or drugs, and failure to use proper lifting techniques.

4. Assignment of Responsibility

The department designates the Human Resource Officer as Risk Management Officer.

The Risk Management Officer, together with the Risk Management Team, will coordinate a training and safety promotion program for managers, supervisors, and employees.

Each employee will:

- a. participate in the development of safe work practices and appropriate operating procedures;
- b. follow safe work practices in daily activities;
- c. report unsafe conditions immediately to their supervisor;
- d. wear seat belts while driving or riding in state vehicles;
- e. report all accidents immediately to their supervisor even if it is not immediately apparent that an injury occurred or a physician's attention is necessary;
- f. consult with the designated hazardous materials handling specialist before working with new or infrequently encountered hazardous substances;
- g. contact the Risk Management Team for consultation on major projects such as moving or construction that might expose them or others to unusual hazards.

Supervisors and Managers will:

- a. in consultation with employees, develop safe work practices and appropriate operating procedures;
- b. see that applicable safety training is provided on a regular basis;
- c. take prompt corrective action whenever unsafe conditions or acts are noted;
- d. investigate each incident (accidents and near misses);
- e. determine the cause of each incident and submit a report to the Risk Management Officer as soon as possible after each accident;
- f. evaluate employee performance for the ability to work safely and carry out risk management/safety policy and procedures.

5. Identification and Control of Hazards

The Risk Management Officer will collect, analyze and distribute data to each Risk Management Team member on the overall accident experience trends in each division.

6. Safety Record Keeping

Periodic review by the Risk Management Team of reported injuries and illnesses will identify any problem areas or situations. These records will be used to help identify hazardous areas in the workplace and determine where corrective action is needed.

7. Prevention

Some of the best risk management ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to bring them to the attention of their supervisor, to another supervisor or manager, or to the attention of a member of the Risk Management Team. Reports and concerns about workplace safety issues can be made without fear of reprisal.

Original Signing: August 26, 1997